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Elections and Government Services Division

## MT VOTES - Step-by-step instructions for Registering Voters without a Standard Residential Address

1. When entering a new voter in Voter Registration that does not have a standard residential address, you will follow the normal process until you reach the point where you will enter the **Residential Address**.
2. On the **Residence Tab**, in the first drop down, you must first **change the address type** from **Standard** to **Non-Standard**.

A screenshot of the "Residence" tab in the voter registration system. It shows a dropdown menu with four options: "Non-Standard", "Standard", "Non-Standard", and "Legal". An orange arrow points to the "Non-Standard" option in the second row of the dropdown.

3. The structured address fields will be replaced by a freeform textbox, within which you can enter in any details necessary.

A screenshot of the voter registration form. The "Residence" tab is selected. The "Address" field is a large freeform text area. Below it are fields for "City/St/Zip", "County", and "Precinct". The "Mailing" section is also visible. An orange arrow points to the "Non-Standard" dropdown, and another orange arrow points to the "Address" text area.

4. Manually type in the **address description** as accurately as possible.
  - a. I.E. Tent at fifth mile marker in Helena National Forest.
5. Choose the **City** from the dropdown, and then manually enter in the voter's **zip code**.
6. Manually select the **Precinct** and **Split**.
  - a. If you do not know the correct precinct or split you must manually determine it outside of MT Votes.
7. Finish entering the voter's other non-residence address information in the other tabs.
8. Once all voter information has been entered, Click **Save** to store the record.